

**NOMINATION FOR TIME OFF AWARD**

**EMPLOYEE NAME:** \_\_\_\_\_ **SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

[ ] **AWARD JUSTIFICATION AND WORDING FOR CERTIFICATE ATTACHED**

**RECOMMENDED AMOUNT OF AWARD HOURS:** \_\_\_\_\_

**DATE AND AMOUNT OF OTHER TIME OFF AWARDS RECEIVED IN CURRENT LEAVE YEAR:**

\_\_\_\_\_  
Recommending Official or Nominator's Name, Title, and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor Name, Title, and Signature (if not Recommending Official or Nominator)

\_\_\_\_\_  
Date

\*\*\*\*\*  
\_\_\_\_\_  
Approving Official Name, Title, and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EFFECTIVE DATE OF AWARD

\*\*\*\*\*  
**SEE REVERSE FOR INSTRUCTIONS**

**PRIVACY ACT STATEMENT:** Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for a monetary, nonmonetary or honor award under 5 U.S.C., sections 4504 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS OFFICE  
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION  
TIME OFF AWARDS PROGRAM**

1. **BASIS.** This award recognizes a superior accomplishment or other personal effort (individual or group) that contributes to the quality, efficiency, or economy of Government operations. See DOE N 3450.31, TIME OFF AWARD, of 7-6-93, for examples of achievements for which the award is appropriate.
2. **ELIGIBILITY.** Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. **AWARD AMOUNT.** Full-time employees may be awarded up to 40 hours. Part-time employees may be awarded up to one-half of the number of hours of work in the employee's biweekly scheduled tour of duty. For example, an employee who works 64 hours a pay period could be granted Up to 32 hours for a time off award.
4. **LIMITATIONS.** Full-time employees may be awarded a maximum of 80 hours per leave year. Part-time employees may be awarded a maximum which equals the number of hours of work in the employee's biweekly scheduled tour of duty per leave year. For example, an employee who works 64 hours a pay period may be granted a maximum of 64 hours of time off per leave year.
5. **PROCEDURES AND RESPONSIBILITIES**
  - a. ORO: Time off award nominations for 8 hours or less shall be approved by the employee's first-level supervisor. Nominations for more than 8 hours shall include: (1) a recommending official (any first-level supervisor or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval of recommending official's supervisor or above.  
  
OSTI: All time off award nominations shall include: (1) a recommending official (group supervisor or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval/disapproval of the employee's respective Assistant Director or Director.
  - b. The recommending official shall complete ORIG F 3450.31, Nomination for Time Off Award. ORO nominations shall be submitted to the Personnel and Management Analysis Branch (PMAB). OSTI nominations shall be submitted to the OSTI Office of Resource Management and forwarded to the PMAB. ORO and OSTI nominations shall include: (1) written justification stating the basis for the award, i.e., the accomplishment, the circumstances that warrant recognition, and the value or impact of the employee's contribution (as defined in the Time Off Awards Scale for Single Contribution of DOE N 3450.31); and (2) wording for the award certificate.
  - c. For ORO nominations, the PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare and award certificate. The SF-50 and award certificate should be provided to the ORO recommending official for presentation to the recipient.
  - d. The SF-50 and award certificate should be presented to the recipient in the presence of an appropriate audience, i.e., coworkers in the immediate organization.
  - e. The award recipient shall complete an SF-71, Application for Leave, to schedule Time Off Award leave. The leave shall be approved by the recipient's supervisor.
  - f. Time Off Awards shall be granted and used in whole hour increments and scheduled and used within one year after the award is granted.
  - g. Time and Attendance (T&A) clerks shall record the leave under T&A Code 251.